

# User Guide: Task Runsheet

This guide provides instructions for navigating and managing tasks within the Task Run Sheet feature.

 kadek prabba

 Dashboard

 Create Order

 Create Invoice

 Sales

 Rental Bin Contract

 Frontlift Contract

 Wheelie Contract

 Billing

**1**  Marketing

 All Tasks

**2** Tasks

Task Runsheets

Cancel Tasks

## Step 1

### Navigating to the Task Run Sheet:

1. Click on "All Tasks".
2. Select "Task Run Sheets".

# Task Runsheets

1

name, code runsheet | code, name task | 23/04/2024 | 23/04/2024 | All | Assigned To | Category | Filter | Add Runsheet 2

### Town Bins (Tuesday)

RRL-JA0SWXCBNM

23/04/2024 | 2 Tasks | Charlotte Phillips

Frontlift Bin

+ Add

- E-UDIUGX26WUNS** Completed ✕  
AMIGOS MEXICAN GRILL  
Dee Street - 10 INVERCARGILL 9810  
SOUTHLAND  
Empty | 1.80 m3 | General Waste | Frontlift Bin
- E-VGYRIYHGYZJQ** Completed ✕  
ELLES ROAD NEW WORLD  
Martin Street - INVERCARGILL 9812  
SOUTHLAND  
Empty | 4.50 m3 | General Waste | Frontlift Bin

### Fortnightly (Every Tuesday)

RRL-NWD7ZNRRII

23/04/2024 | 44 Tasks | Charlotte Phillips

Wheelie Bin

+ Add

- E-8XRRKV8DDXHJ** Open ✕  
CAMERON SMITH  
Awarua School Road - 245 INVERCARGILL  
9877 SOUTHLAND  
Empty | 240 | General Waste | Wheelie Bin
- E-WEDKZJAAVOSL** Open ✕  
ZACK WILKS  
Awarua School Road - 317 INVERCARGILL  
9877 SOUTHLAND  
Empty | 240 | General Waste | Wheelie Bin

### Job Cards

Active (1) | Overdue (319)

**E-T54EWB5NREPG**

OPEN COUNTRY DAIRY  
Kekeno PI - 52 AWARUA 9877 SOUTHLAND  
Empty | 1.80 m3 | General Waste | 23/04/2024 | Frontlift Bin

## Step 2

### Filtering Options:

1. You can filter the run sheet by task name, date, waste type, driver, and bin type.
2. To add a new run sheet, click the "Add Runsheet" button. Note that this run sheet is ad hoc and not recurring.

The screenshot displays the 'Task Runsheets' interface. At the top, there are search filters for 'name, code runsheet' and 'code, n...'. Below this, a list of tasks is shown. The first task, 'Town Bins (Tuesday)', is highlighted in green and includes details like 'RRL-JA0SWXCBNM', '23/04/2024', and 'Frontlift Bin'. A red box highlights the 'Show / Edit' and 'Delete' buttons in the task's menu. A red arrow points from the 'Show / Edit' button to a modal window titled 'Runsheets Edit'. This modal window contains a 'Date' field with '23/04/2024', a 'Driver (Optional)' dropdown menu with 'Charlotte Phillips', and 'Close' and 'Update' buttons at the bottom.

## Step 3

Editing and Deleting Run Sheets:

1. To edit a run sheet, click on the three dots icon and choose "Show/Edit". Here, you can modify the driver and task date.
2. To delete a run sheet, click on "Delete".

Task Runsheets

name, code runsheet | code, name task | 23/04/2024 | 23/04/2024 | All | Assigned To | Category | Filter | Add Runsheet

**Town Bins (Tuesday)** RRL-JA0SWXCBNM  
23/04/2024 | 2 Tasks | Frontlift Bin | Charlotte Phillips

**Fortnightly (Every Tuesday)** RRL-NWD7ZNRRII  
23/04/2024 | 44 Tasks | Wheelie Bin | Charlotte Phillips

+ (plus icon) ←

**E-UDIUGX26WUNS** Completed X 5  
AMIGOS MEXICAN GRILL  
Dee Street - 10 INVERCARGILL 9810 SOUTHLAND  
Empty | 1.80 m3 | General Waste | Frontlift Bin

**E-8XRRKV8DDXHJ** Open X  
CAMERON SMITH  
Awarua School Road - 245 INVERCARGILL 9877 SOUTHLAND  
Empty | 240 | General Waste | Wheelie Bin

**E-VGYRIYHGYZJQ** Completed X  
ELLES ROAD NEW WORLD  
Martin Street - INVERCARGILL 9812 SOUTHLAND  
Empty | 4.50 m3 | General Waste | Frontlift Bin

**E-WEDKZJAAVOSL** Open X  
ZACK WILKS  
Awarua School Road - 317 INVERCARGILL 9877 SOUTHLAND  
Empty | 240 | General Waste | Wheelie Bin

**Job Cards** Filter 4

Active (1) 1 Overdue (319) 2

**E-T54EWB5NREPG** Open 3  
OPEN COUNTRY DAIRY  
Kekeno Pl - 52 AWARUA 9877 SOUTHLAND  
Empty | 1.80 m3 | General Waste | 23/04/2024 | Frontlift Bin

## Step 4

### Managing Tasks:

1. "Active" in the job card indicates tasks that do not have a run sheet group assigned.
2. "Overdue" in the job card signifies tasks that were not completed during the previous run.
3. You can move active or overdue jobs to the run sheet list by dragging them to the plus icon on the run sheet list.
4. You can filter and search customer tasks by clicking on the "Filter" icon.
5. To remove a task from your run sheet list, click on the "X" icon.